

Town of Lebanon  
Board of Trustees for the  
Jonathan Trumbull Jr. House Museum, LLC

Minutes  
Regular Meeting  
June 28, 2016, at 4:00 p.m.  
Town Hall, Upper Conference Room

Present: Sherri-Ann Martin, presiding, Maggie McCaw, Leigh Hogan Ruckdeschel, Tim Smith,  
Alicia Wayland

Absent: Pat Hedwall

1.0 The meeting was called to order by Chairman Martin at 4:04 p.m.

2.0 Minutes.

2.1 Motion (McCaw, Smith) to approve the minutes of May 13, 2016, special meeting passed unanimously (abstention Martin).

3.0 Other Business.

3.1 Email report from Kathryn Hurley, owner's rep for Gilbane, updated the status of the project: a) General Builders completed installing kitchen cabinets; b) they are 95% complete with bathroom cabinets; vents still need to be installed; c) completed change work to install plaster hangers in attic room, which will not be painted.

3.2 At Ms. Hurley's request, the board confirmed that the new sign should be installed in the same location as the old sign, per the Phase III Renovations bid.

General Builders will install stone under the drainpipe to divert water from the foundation, per the CO, and probably perform work same day as sign installation. They will also install a lock on the closet door in the bathroom, as per grant application to Adams Town Memorial Fund for Phase III Renovations.

3.3 Ms. Hurley recommended payment of General Builder's Requisition No. 3 in the amount of \$16,625.00, leaving a balance to complete of \$6,546.00, which she feels is adequate.

Motion (Wayland, McCaw) to approve payment to General Builders of Requisition No. 3, dated 6/30/16, in the amount of \$16,625.00, funds to come from the balance remaining in grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion approved unanimously.

Ms. Hurley recommended payment of Gilbane Building Company's final requisition, dated 6/27/16, in the amount of \$7,521.00. She noted the hours for 6/17 and 6/23 are forecasting out the remaining work to close out the project and turn over the completion documentation.

Motion (McCaw, Smith) to approve payment to Gilbane Building Company of Requisition No. 3, dated 6/27/16, in the amount of \$7,521.00, funds to come from the balance remaining in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion approved unanimously.

3.4 Alicia Lamb, Museum Assistant at LHS, sent a request to Mrs. Martin to clarify the motion in item 3.3 in the Minutes of April 15, 2016, to indicate funding source for payment of

OFI invoice for the office chair and file cabinet in the amount of \$641.88.

Motion (Wayland, Smith) to clarify previously approved motion in item 3.3 in Minutes of April 15, 2016, by re-approving payment of the invoice from OFI for the purchase of an office chair and file cabinet in the amount of \$641.88, funds to come from the balance remaining in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion approved unanimously.

3.5 Motion (Wayland, Ruckdeschel) to approve contracting with Thomas R. Linskey, West River Restoration, to repair historic banister and other architectural elements, with payment to come from remaining balance in the grant for Phase I Renovations administered by the Town of Lebanon. Motion passed unanimously.

3.6 Mrs. Wayland submitted receipts totaling \$101.72 for the purchase of paper goods and other kitchen supplies, and refreshments and wine for the reception for author John Koopman III on June 11. Motion (McCaw, Ruckdeschel) to reimburse Alicia Wayland for the purchase of kitchen supplies, and food and wine for public event on June 11, in the amount of \$101.72, funds to come from the Jonathan Trumbull Jr. House endowment fund, account #215-015-5210. Motion passed unanimously.

#### 4.0 New Business.

4.1 The board agreed that the Victorian door with side windows in the welcome room that leads upstairs needs to be replaced with a colonial-style door, which Tom Linskey, West River Restoration, has proposed building at a cost of approximately \$550. Motion (McCaw, Wayland) to hire Thomas R. Linskey, West River Restoration, to replace the Victorian door in the welcome room with a colonial-style door at a cost not to exceed \$550.00, funds to come from the balance remaining in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion approved unanimously.

The back stairway is also a safe passage in case of an upstairs fire. It will need to be lit. Mrs. McCaw proposed installing LED motion sensor lights. Motion (Martin, Smith) to authorize Maggie McCaw to purchase LED motion sensor lights for the back stairway at a cost not to exceed \$75.00, funds to come from the balance remaining in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion passed unanimously.

4.2 De Sciscio Construction Co. submitted a quotation for 1) a temporary fix to the loose flashing around the chimney problem (\$160.00); 2) complete replacement of the chimney flashing (\$1,425.80); and 3) install custom fit heat shield within the Keeping Room fireplace (\$500.00). The board chose item 1, temporary fix to flashing because a new roof will be installed in 2018 when new flashing will be needed, and item 3, installation of a custom fit heat shield in Keeping Room fireplace as an immediate safety need. Motion (McCaw, Smith) to authorize payment to the De Sciscio Construction Co. to fix loose flashing around chimney for \$160.00, and to install a custom fit heat shield in Keeping Room fireplace for \$500.00, as outlined in quotation dated June 27, 2016, with total cost of \$660.00, funds to come from the balance in the grant for Phase III Renovations received from the Adams Town Memorial Fund,

and administered by the Lebanon Historical Society. Motion passed unanimously..

4.3 Items considered for inclusion in the application for grant funds for Phase IV Renovations from the Adams Town Memorial Fund for 2017 include: consultation with historic landscape architect, as recommended in the revised Bailey report; fill and seed sink holes in the lawn; remove stumps in north and east lawn and pull rhodie; repair plaster and paint, install new display shelves with plate rails in built-in cupboard in keeping room; install patio between ell and garage using the large slate pavers that were replaced by new sidewalk; update house brochure prepared by former director Tom Beardsley and print in color; shutters, interior or exterior, more info needed. Note for application for 2018, house roof and garage roof need replacement.

4.4 Pollinator garden has been installed. Presentation on garden by Pride's Corner Farms will probably be in early fall. On July 9, at 2 p.m. Master Gardener Katherine Kosiba, a specialist in pollinator gardens, will present a program in the keeping room, to be followed by a garden tour with Mrs. Martin, also a Master Gardener.

5.0 Adjournment. Motion (Smith, Martin) to adjourn passed unanimously. Meeting adjourned at 5:17 p.m.

Alicia Wayland  
Secretary-Treasurer